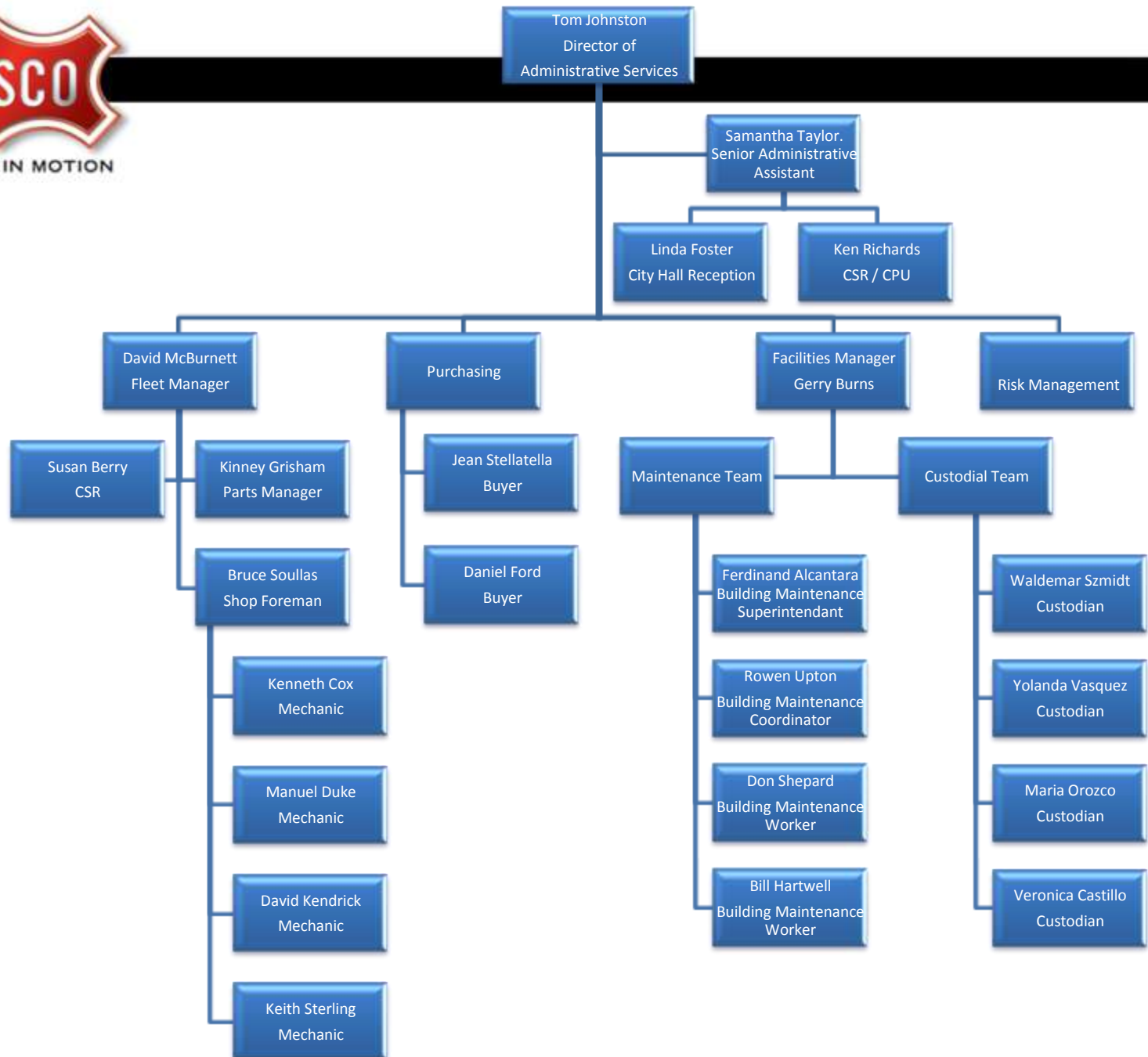




Administrative Services

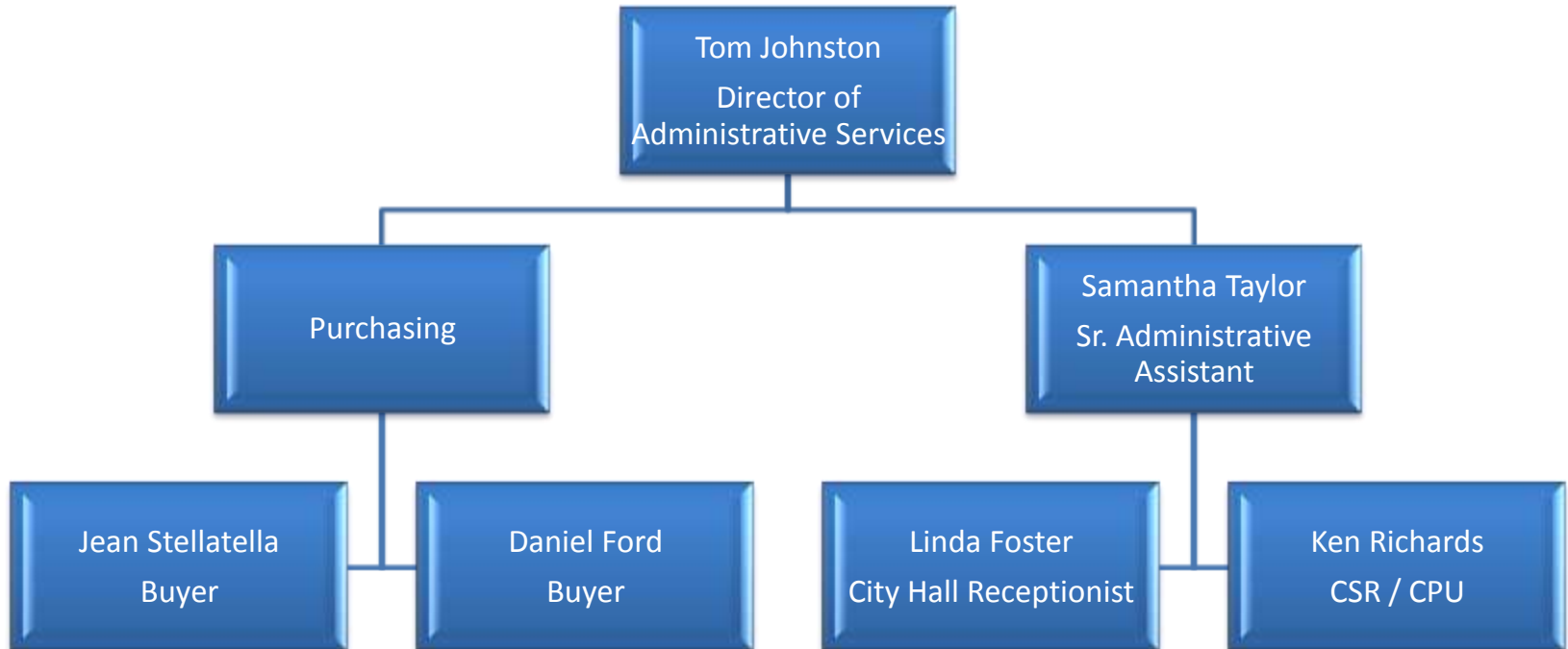
Areas of Responsibility





Administration & Purchasing Services

Areas of Responsibility





Main Areas

- Purchase Orders
- Quotes, Bids and Contracts
- Credit Cards
- Cell Phones
- Travel Arrangements
- Purchasing Association Involvement
- Internal Mail and Contract Postal Unit
- City Hall Reception



Purchase Orders

- Purchasing reviews and approves approximately 500 purchase orders each month
- Each must be checked for compliance with City policy and State law.
- Each must be checked for all necessary documentation



Quotes, Bids and Contracts

- All purchase requests over \$500 must be accompanied with 3 quotes
- All purchase requests over \$25,000 must be done through a formal bid process or documentation of approved exemption
- City requires formal contracts for expenditures involving construction or a service



Credit Cards

- Many stores require a credit card for small dollar purchases
- Purchasing sets up and holds all store cards that are issued to our employees to be used and returned



Cell Phones

- Purchasing is responsible for setting up all new cell phone service, buying and activating all replacement phones and reporting on cell phone usage



Travel Arrangements

- Purchasing books airline travel for employees for training and official City business
- Purchasing helps City employees with State contract hotel reservations and State contract car rental



Purchasing Association Involvement

- Purchasing is involved in 3 local associations, CCPA, PPA NCT and the DFW NIGP
- State, TXPPA
- National, NIGP and NPI
- Involvement allows for knowledge sharing, cooperative purchasing and combined vendor outreach programs

Internal Mail

- Responsible for handling all City mail including interoffice mail, incoming and outgoing City mail.
- Mailroom process approx. 6,000 pieces outgoing per month.





Contract Postal Unit

- Responsible for operating Contract Postal Unit within City Hall, customers can buy stamps, mail packages and set up a new Toll Tag



Service. The CPU sells approx. \$7,600 in postage and sets up 80 toll tags per month.

City Hall Reception

- Responsible for answering the main City phone line and forward to appropriate area.
- Greet and direct all incoming guest to City Hall





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Fire Engine



\$ 538,000



Police Tahoe ?



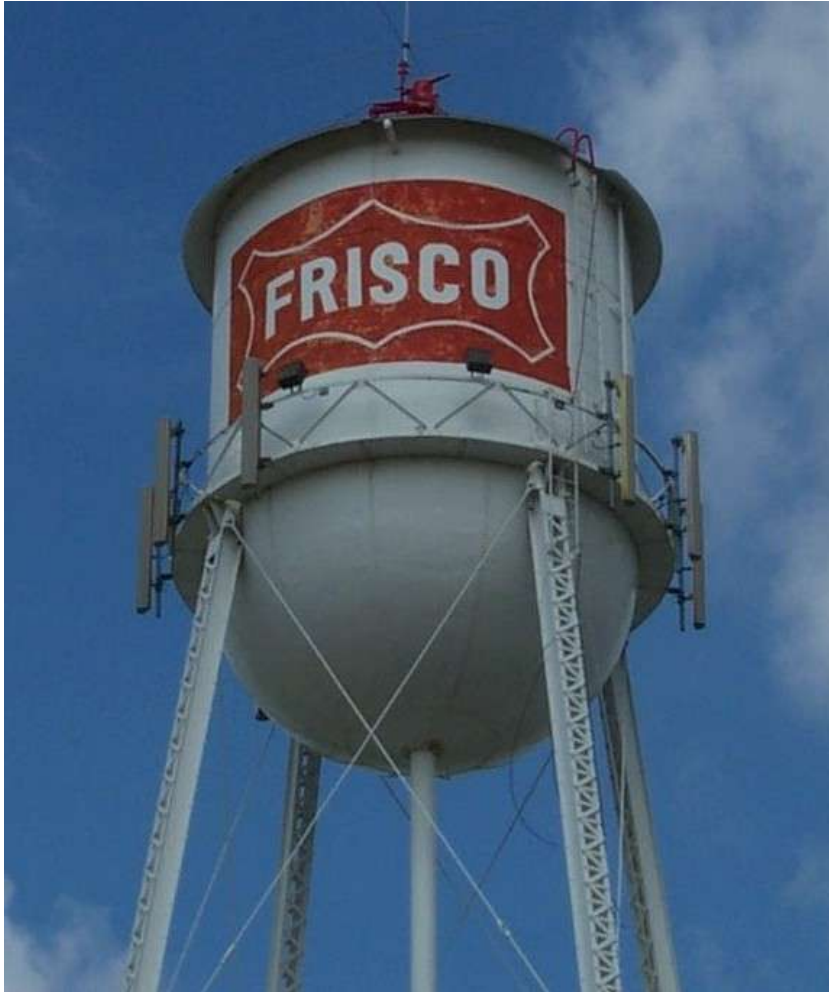
\$ 56,000



Toyota Prius ?



\$ 22,000



Painting the
Water Tower
Logo ?

\$ 8,500

Rental of a Tent ?



\$ 675



All Loose Equipment?



\$ 177,000

Police Uniforms Set?



\$ 1,050

Shelf of 200 Library Books ?



\$ 5,000

Traffic Signal?



\$ 160,000

Fieldhouse USA ?



\$ 12.5 Million



Build a New Water Tower ?



\$ 4.0 Million

Public Art ?



\$ 300,000



Street Development, 1 Mile



\$ 4.6 Million



Fleet Services

- Located at 11300 Research Road
- Responsible for proper maintenance and repair of approximately 600 City vehicles and equipment.
- Responsible for the management of the City fueling system, including issuing of fuel cards if your position requires the use of a City vehicle.





Building Services

- Manager located on 1st floor City Hall
- Responsible for the maintenance and repair of all City facilities, approximately 600,000 square feet.
- All repair requests are made through the City of Frisco work order system online.



Risk Management

- Responsible for insuring all City assets.
- Responsible for filing all claims with insurance providers.
- Responsible for review and oversight of all City employee safety training, risk identification and risk avoidance .